



# **AT&T ACH PAYMENT QUICK REFERENCE**

State Controller's Office

Updated: 04/15/2021



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State Controller's Office

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# QUICK REFERENCE

## Summary

The State of Wisconsin will begin paying AT&T via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: 0000002071

Address ID: 2

Location ID: MAIN

**Note:** AT&T has authorized ACH payments for supplier ID "0000002071" ONLY

## Definitions

Examples of how an AT&T Account Number may present on an invoice.

### Example 1:

Bill Payer number should be entered as:

Account structure = EOD, 3 alpha character field, X, followed by Numeric to get the Account Number for entry

	State of WI	Page 1 of 2
	P.O. Box 8931	Bill Payer SWI0123
	Madison, WI 53708-8931	Invoice Number 0000123456789
		Contract Number 12-34567-890
		Billing Date 01/04/2021
Monthly Statement	12/04/2020 - 01/03/2021	EODSWIx0123

\*Do not use spaces/dashes when entering into STAR.

### Example 2:

AT&T TeleConference Services			Page 3 of 10
ACCOUNT ID:	00123456-00789	BILL DATE:	JAN 01 2021
INVOICE #:	12-345678	BILLING INQUIRIES:	(800) 722-3481
PAYMENT DUE DATE:	PAYABLE UPON RECEIPT		(214) 527-0032
CUSTOMER:	ATTN: First LastName		
	WI DEPARTMENT		

\*Do not use spaces/dashes when entering into STAR.



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### Example 3:

The image shows a sample AT&T invoice. At the top left is the AT&T logo. To its right is a blue 'RECEIVED' stamp from the Wisconsin Department of Administration, dated JAN 11 2021. Below the logo is the word 'Invoice'. To the right of the stamp is the text 'REC'D JAN 11 2021'. At the top right, there is a table with account information:

Page 1 of 2	
Account Number	831-000-1234 567
Billing Date	Jan 1, 2021
Questions?	1 800 235-7524
Web Site	att.com
Invoice	0123456789
AT&T Tax ID	13-4924710

\*Do not use spaces/dashes when entering into STAR.

## Procedures/Steps

### STAR Voucher Entry:

Enter the following Supplier Information:

Supplier ID: 0000002071

Address ID: 2

Location ID: MAIN

1. Enter the AT&T **Account Number** as the **Invoice Number** on the voucher.  
You should include the AT&T account number that you want the payment to post to, DO NOT use spaces/dashes.
  - If for your own tracking purposes include additional information in this field, you will need to separate the AT&T account number from your tracking information by using the X as a field delimiter (no spaces/dashes between the account number and the letter X). The account number MUST come first.
    - For example, if your account number were 9988123456798 and you want to include the invoice number of 11446655, the field should look like: 9988123456798x11446655  
**AccountnumberxInvoice**
    - For example, if your account number were 9988123456798 and you want to include the date of June 13, 2012, the field should look like: 9988123456798x06132012  
**AccountnumberxMMDDYYYY**

The preferred method is to only include the Account Number in the Invoice Number field.

2. Enter the **Invoice number** in the **Payment Message field**
3. Verify the **Separate Payment** box has been checked (it should default as checked)
4. Please **ATTACH** a copy of the invoice to the voucher

All other aspects of voucher entry would be the same as normal.



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**Invoice Information** | Payments | Voucher Attributes

Business Unit 50500  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date   
Invoice Received

**1** Invoice No  Account Number   
Accounting Date 02/05/2021  
\*Pay Terms NET30 Net 30  
Basis Date Type Inv Date  
Control Group   
☐ Incomplete Voucher  
Action  Run Calculate Print

**Invoice Total**  
Line Total 0.00  
\*Currency USD  
Miscellaneous   
Freight   
Total 0.00  
Difference 0.00

Non Merchandise Summary  
Session Defaults  
Comments(0) **4**  
Attachments(0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Save For Later

**Payments** | Invoice Information | Voucher Attributes

Business Unit 50500  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Total Amount 0.00  
Supplier Name AT&T

**1** Invoice No  Account Number   
Invoice Date   
☐ Incomplete Voucher  
\*Pay Terms NET30 Net 30  
Action  Run  
Schedule Payments

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 0000002071  
Location MAIN  
\*Address 2  
AT&T  
PO Box 2605  
Bedford Park, IL 60499-2605

Gross Amount 0.00 USD  
Discount 0.00 USD  
Scheduled Due   
Net Due   
Discount Due   
Accounting Date

Payment Inquiry  
☐ Discount Denied  
Express Payment  
Payment Comments(0)  
Holiday/Currency

**Payment Options**

\*Bank US022  
\*Account 1401  
\*Method ACH ACH  
Pay Group   
\*Handling Centrally Mailed  
Hold Reason   
\*Netting Not Applicable  
LIC ID   
Actions  
**2** Message Invoice Number  
Message will appear on remittance advice.  
**3** ☒ Separate Payment

**NOTE:** AT&T ACH vouchers do have an additional approval level required, that routes to SCO. This approval is a temporary addition to review the formatting used on each voucher to ensure payments can be applied quickly.

If you have any questions or concerns regarding these procedures, please contact Kim Sell .



## APPENDIX

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### References:

[Finding Suppliers](#)

### Useful Links:

[Agency AP Contact List](#)

[STAR Job Aids](#) (STAR Connection)